
Author: Ted Hopkins at HOTEL17
Date: 12/10/97 1:58 PM
Priority: Normal
TO: Kelly Trice at INDIA18
CC: Mark Hickman
CC: Kathy Zbryk at Golf16
Subject: Re[2]: Administrative Records Program for B779 DOP

----- Message Contents -----

I have just finished putting together a summary for 779. I feel sure that Mark will supply me with copies of all of these documents. Thank you for responding.

Reply Separator

Subject: Re: Administrative Records Program for B779 DOP
Author: Kelly Trice at INDIA18
Date: 12/10/97 12:12 PM

Ted, I have:

DOP
Lead Compliance Plan
HASP
WMP

Mark is the principle author of all these.

Reply Separator

Subject: Administrative Records Program for B779 DOP
Author: Ted Hopkins at HOTEL17
Date: 12/10/97 11:12 AM

FYI

Forward Header

Subject: Administrative Records Program for B779 DOP
Author: Ted Hopkins at HOTEL17
Date: 12/10/97 9:41 AM

I have the distinct honor of having been selected as the single point of contact for submittal of B779 Administrative Records (AR) associated with this building's DOP. My duties include:
Maintaining a listing of all documents generated by the project;
Evaluating whether the documents are subject to the AR requirements;
Submitting AR documents to Administrative Records; and
Keeping records on what documents have been submitted and which ones need to be submitted.

In response to these duties, I am requesting a printout of B779 AR so that I can determine which documents need to be submitted and which one have already been submitted. In addition, paragraph 116 of RFCA identifies a series of "decision documents" which have been submitted

ADMIN RECCRD

B779-A-000191

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to repositories. Would you please take a look at this list and let me know if you have copies in your files. I have attached a copy of my summary of the company procedures for CERCLA Administrative Records. The final section of this summary contains a listing of the documents identified in paragraphs 116 and 118.